



WATER METER APPLICATION

WNS# _____

DATE: _____

S. ANALYST: _____

For more information regarding domestic accounts or ownership change, please contact Customer Account Services at 713.371.1400

PLEASE COMPLETE APPLICATION AND CONTRACT AGREEMENT. MISSING INFORMATION WILL DELAY PROCESSING OR RESULT IN REJECTION.

Visit www.publicworks.houstontx.gov to apply online.

Class of Service:		<input type="checkbox"/> Residential	<input type="checkbox"/> Multi – Family*	<input type="checkbox"/> Commercial*	<input type="checkbox"/> Other*
<p>*Multi-Family, Commercial and Other Service requests: A completed Application for Water/Wastewater Service, a copy of the Recorded Warranty Deed AND a copy of the EIN CERTIFICATE MUST be submitted. ACCEPTABLE OPTIONS FOR AN EIN ARE: IRS Form SS-4 or 4168C or LTR 147C. INCOMPLETE applications WILL NOT be processed by Customer Account Services. All documents may be submitted via fax at (832) 395-9466 or via e-mail to taptechs@houstontx.gov. You may access the Water/Wastewater Service Application form online through Customer Account Services at: http://documents.publicworks.houstontx.gov/documents/divisions/resource/ucs/app_commercial_multi_fam.pdf</p>					
Owner's Name:			Phone Number:		
Owner's E-Mail:			Fax Number:		
Mailing Address:		City:		Zip Code:	
Service Address:		City:		Zip Code:	
HCAD# (Harris County Appraisal District)			Project#		
Acct. / Meter#		Plumbing Company:			
Type of Service Request					
<input type="checkbox"/> New Domestic**	<input type="checkbox"/> Enlargement	<input type="checkbox"/> Irrigation***	<input type="checkbox"/> Relocation	<input type="checkbox"/> Cut, Plug & Abandon	
<input type="checkbox"/> Separation	Separation Address:				
<p>** <u>Domestic Meter Minimum Size</u> shall be 1" for NEW construction. (this minimum ONLY applies to Domestic Meters). *** A <u>Vacuum Breaker Permit</u> from Code Enforcement's Plumbing Section will be required to connect the lawn sprinkler system to an irrigation meter.</p>					
New Meter & Price		New Ultra Sonic Meter & Price		New BF Meter & Price	
<input type="checkbox"/> 5/8"	\$ 289.87	<input type="checkbox"/> 1" Ultra Sonic	\$ 411.97	<input type="checkbox"/> 1 1/2" BF	\$ 762.65
<input type="checkbox"/> 1"	\$ 379.78	<input type="checkbox"/> 1 1/2" Ultra Sonic	\$ 609.93	<input type="checkbox"/> 2" BF	\$ 887.16
<input type="checkbox"/> 1 1/2"	\$ 525.03	<input type="checkbox"/> 2" Ultra Sonic	\$ 740.93		
<input type="checkbox"/> 2"	\$657.16				
Enlargement & Price		Ultra Sonic Enlargement & Price		BF Enlargement & Price	
<input type="checkbox"/> 5/8" – 1"	\$ 177.47	<input type="checkbox"/> 5/8" – 1" Ultra Sonic	\$ 209.66	<input type="checkbox"/> 5/8" – 1 1/2" BF	\$ 533.04
<input type="checkbox"/> 5/8" – 1 1/2"	\$ 295.42	<input type="checkbox"/> 5/8" – 1 1/2" Ultra Sonic	\$ 380.32	<input type="checkbox"/> 5/8" – 2" BF	\$ 657.55
<input type="checkbox"/> 5/8" – 2"	\$ 427.55	<input type="checkbox"/> 5/8" – 2" Ultra Sonic	\$ 511.32	<input type="checkbox"/> 1" – 1 1/2" BF	\$ 443.13
<input type="checkbox"/> 1" – 1 1/2"	\$ 205.51	<input type="checkbox"/> 1" – 2" Ultra Sonic	\$ 421.41	<input type="checkbox"/> 1" – 2" BF	\$ 567.64
<input type="checkbox"/> 1" – 2"	\$ 337.64	<input type="checkbox"/> 1 1/2" – 2" Ultra Sonic	\$ 303.46	<input type="checkbox"/> 1 1/2" – 2" BF	\$ 449.69
<input type="checkbox"/> 1 1/2" – 2"	\$ 219.69				
Other Services & Price			Concrete Meter Box & Price****		
<input type="checkbox"/> Relocation	\$ 87.56	<input type="checkbox"/> Dual	\$ 52.41		
<input type="checkbox"/> Cut, Plug & Abandon	\$ 87.56	<input type="checkbox"/> H-65	\$ 105.76		
<p>**** <u>Meter Box Fee</u> is based on a standard Plastic Box. Field conditions may warrant a different type of meter box. The established water account will be charged the difference for the required type of meter box fee.</p>					



WATER METER APPLICATION

THIS AGREEMENT BETWEEN THE CITY OF HOUSTON AND THE PROPERTY OWNER REFLECTS THE OWNER'S DECISION TO BE RESPONSIBLE FOR THE INSTALLATION OF THE WATER SERVICE LINE AND METER DESCRIBED BELOW AND WILL FACILITATE COORDINATION OF THE PROPER SETTING OF THE WATER METER AND SERVICE LINE.

Owner's Name:		Phone Number:	
Mailing Address:	City:	State:	Zip Code:
Meter Service Address:			
City:	State:	Zip Code:	

CUSTOMER SERVICE AGREEMENT

- I. **PURPOSE.** HOUSTON PUBLIC WORKS (Water System) is responsible for protecting the drinking water supply from contamination or pollution which could result from improper system construction or configuration on the retail connection owner's side of the meter. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The public water system enforces these restrictions to ensure the public health and welfare. Each retail customer must sign this agreement before the Water System will begin service. In addition, when service to an existing retail connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
 - A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
 - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
 - C. No connection which allows water to be returned to the public drinking water supply is permitted.
 - D. No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the CITY OF HOUSTON and owner or contractor, as a representative of the owner.
 - A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
 - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
 - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic reinspection.
 - D. Any Irrigation system that is connected to Public or private water supply must be connected through a backflow prevention assembly approved by TCEQ.
 - E. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
 - F. All backflow prevention assemblies that are installed on either Containment (meter) or individual point of connection within the private water system (Isolation) and are classified as health hazard must be tested at least annually.
 - G. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System may, at its option, (a) terminate service, (b) properly install, test, and maintain an appropriate backflow prevention device at the service connection, and/or (c) exercise any other remedy available to it by law, including the issuance of a municipal citation. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.



WATER METER APPLICATION

Water Meters and Appurtenance Liability

The owner or contractor, as representative of the owner, UNDERSTANDS and AGREES with the following:

The contractor shall notify all applicable utility companies by calling an independent line locating company. The contractor shall make NO TAP or SET a meter until inspection and meter fees have been paid by the owner/contractor to Customer Account Services. A Letter of Authorization will be issued after inspection and meter fees have been received and posted to your account by Customer Account Services. The contractor must contact the City of Houston Inspection Office two (2) working days prior to the meter installation.

In the event that the contractor cuts any utility company underground lines, it is expressly agreed and understood that the contractor's insurance company or bonding surety shall hold harmless the City of Houston from any liability, loss, cost expense and or damage arising out of/or in connection with the work done by the contractor.

It shall be the Owner(s)/Contractor(s) responsibility to secure water meters and appurtenances to prevent damage to such equipment during construction and/or development. Water meters and meter boxes shall not be covered by dirt/and or debris and shall be clearly visible and accessible by the City of Houston personnel.

Owner(s)/Contractor(s) shall be held liable for removal of dirt and debris and any damage caused to water meter(s) and/or appurtenances during construction and development. Owner(s)/Contractor(s) shall be billed current City of Houston cost for replacement equipment for all items damaged. Owner(s)/Contractor(s) water/wastewater account shall be immediately debited charges for equipment upon discovery of damaged equipment.

Water meter and appurtenances shall include: water meters, electronic equipment, meter boxes, meter lids, curb stops, service lines, taps and saddles. Owner(s)/Contractor(s) shall install and replace service lines, curb stops, taps and saddles at their expense and within 72 hours of receipt of written notification from the City of Houston.

Violation of these guidelines will result in the contractors' immediate removal from the City's Approved Contractor List and recommendation to red tag (stop work) the project until a new City Approved Contractor is selected by the customer.

The owner UNDERSTANDS and AGREES with the following:

1. No work will initiate until inspection and meter fee have been paid by the owner/contractor to Customer Account Services. Fees will not be considered as paid until Customer Account Services has received the fees and posted them to the Owner's Account. The only exception will be fees that are accrued during the inspection phase due to the meter box needing to be exchanged. Balance of incurred charge will be added to the first bill.
2. The Owner's Contractor shall make no tap or set a meter until a Letter of Authorization has been issued. The contractor will email a request to Customer Account Services Inspection Office to have an Inspector assigned.
3. The City of Houston will furnish the meter and meter box; the Owner or the Owner's Contractor shall furnish all materials and labor required for complete installation.
4. All work will be inspected by the City of Houston Water Maintenance Inspector.
5. The contractual relationship, if any, between the Owner and the Owner's Contractor shall not impose any burden on the City of Houston with respect to payments due to the Contractor.
6. All meters or meter boxes which are connected with the City of Houston's water distribution system will become and remain the sole property of the City of Houston.
7. Request for refunds shall not be approved if a water main extension project has been initiated based on this application.
8. All existing service taps and service lines that will not be used to provide water service to the tract(s) being developed will be cut, plugged, and abandoned by the Owner/Contractor at their expense. Meter and final inspection approvals will not be issued until all services have been cut, plugged and abandoned.

Expiration: All contract agreements will expire by limitation and become null and void if the work authorized by the contract agreement has not commenced within 180 days from the date of the agreement or if work authorized is suspended or abandoned within 360 days.

The Utility Official may extend the time for action by the owner/contractor for a period not to exceed 180 days on written request by the owner/contractor showing that circumstances beyond the control of the owner/contractor to complete the work specified. Written requests for extensions should be addressed to: Customer Account Services, 4200 Leeland, Houston, TX 77023. NO AGREEMENT MAY BE EXTENDED MORE THAN ONCE. If an extension request is not made and posted on or prior to the contract agreement expiration date, the agreement will be considered expired by limitation. An expired contract agreement may not be reinstated. Customers must reapply and pay appropriate fees. The owner/contractor may cancel the agreement and receive a refund of fees paid, subject to the following stipulations:

- I. No request for refund will be accepted after the permit (plus any extension granted) has expired.
- II. No refund will be made for fees of \$29.18 or less.
- III. For fees of greater than \$29.18, the city will refund the amount at 90% of the paid fee after the exclusion of the Administrative Fee.

By my signature below, I certify that: I have read the Customer Service Agreement in its entirety, including the Water Meters and Appurtenance Liability; and I am authorized to enter into this Contract Agreement and to bind the Customer to all of its terms and conditions.

Owner's Signature: _____ Date: _____

Agent's Signature: _____ Date: _____

Admin. Asst./CAS: _____ Date: _____